



Tanglin Gippsland Off-site Supervision of Students

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1 Overview

- 1.1 This document outlines the roles and responsibilities of Tanglin Gippsland and supervising staff regarding the supervision of students during off-site activities.
- 1.2 Tanglin and its staff owe a duty of care to take such measures as are reasonable in all circumstances to protect students from risks of harm that reasonably ought to be foreseen. The provision of adequate supervision is fundamental to ensuring that Tanglin meets its duty of care obligations.
- 1.3 Tanglin conducts a number of educational programs in a variety of locations outside of the campus grounds. In general terms Tanglin will utilise the Department of Education and Training (DET) Excursion Guidelines (including camps and adventure activities) as the reference for the planning and supervisory procedures related to these activities.
- 1.4 Tanglin is committed to Child Safety and meeting the requirements Ministerial order No.1359 to ensure that students participating in offsite activities are protected from potential abuse by others, activity related hazards and other threats (for example, bushfires)

2 Definitions

- 2.1 *Excursions* are defined as activities organised by Tanglin Gippsland and conducted away from the campus and would entail a program or activity that involves a risk level higher than normal activities. Excursions include field trips, sports events, camps and local activities within walking distance of the campus. Generally speaking, overnight excursions, interstate and overseas programs and adventure activity programs would fall within this classification.
- 2.2 The *Leadership Team* consists of the Tanglin Gippsland Head of Campus, Head of Learning and Head of Pastoral Care.

3 Details

- 3.1 Supervising staff must ensure that appropriate emergency and risk management planning is undertaken for all off-site excursions. This planning must be documented using the designated forms and processes.
- 3.2 To ensure appropriate and effective levels of supervision, the risk assessment should take into account:
 - The experience, qualifications and skills of staff (including volunteers and third-party instructors)
 - The age, maturity, physical characteristics and gender of students
 - The size of the group
 - The nature and location of the excursion
 - The activities to be undertaken
 - Knowledge of anticipated weather conditions
 - Emergency response planning
 - Any other relevant factors.

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- 3.3 All participating staff and where appropriate, students, must be familiar with emergency procedures for each excursion.
- 3.4 Planning must cover arrangements if the excursion needs to be cancelled or recalled (for example, due to forecast severe weather conditions) and consider the likelihood of risk from a bushfire emergency. See Emergency Management Plan
- 3.5 An emergency response plan must be provided as part of the risk assessment process. An off-site activity will not be approved without this documentation.
- 3.6 When staying at a residential campsite, emergency procedures should be explained to all attendees as soon as practicable after arrival. Where appropriate, a trial evacuation exercise should be carried out to ensure that procedures are appropriate and staff and students are familiar with them.
- 3.7 Staff competence is the single most important factor in the safe management of field trips and camps and so we support staff in developing their competence in the following ways:
- An apprenticeship system, where new staff assist and work alongside experienced trip leaders before taking on a leadership role
 - Pre-trip Visits (recces) to the destinations that will be used and meetings with third-party providers
 - Support for staff to attend training courses (e.g., Trip Leader Training, Trip Awareness Training, First Aid Training, International Duke of Edinburgh Award training etc.) as relevant to their role.
- 3.8 Prior to undertaking an offsite activity in a bushfire risk area or during the bush fire risk season, organising and supervising staff must ensure that there is adequate pre-trip planning and emergency preparation, including preparing students in anticipation of any potential bushfire risk.
- 3.9 This information must be documented and submitted as part of the approval process.
- 3.10 Bushfire safety procedures before and during an off-site activity must be followed. Bushfire ratings and procedures are set out at Appendix 5.
- 3.10.1 Preparation should include regular checks of:
- CFA website for alerts
 - having a person based at the campus monitor any developments and be in regular contact with those off- site in the event of a developing situation
 - seeking advice from external activity organisers and checking their own bushfire emergency preparedness
 - alternative sites/activities to reduce bushfire risk/hazard.
- 3.10.2 Cancelling or postponing an off-site activity prior to departure due to bushfire risk:
- I. On Code Red danger days, the Head of Campus, or Teacher-in-charge will cancel the camps before they depart.
 - II. On days of very high, extreme or severe fire danger ratings the Head of Campus or Teacher-in-charge may need to cancel excursions at short notice.
 - III. On days of Low-Moderate to Very High fire danger rating the Head of Campus and Teacher-in-charge will need to monitor conditions. Activities may be modified or cancelled.

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3.10.3 Procedures to monitor activities once they are at the off-site venue.

Bushfire conditions and warnings can change quickly and in turn provision must be made to monitor activities that are off-site.

- I. The Leadership Team will keep updated of any VicEmergency or emergency service updates and communicate any concerns to the Teacher-in-charge or staff on the field trip or camp.
- II. The CFA Fire Danger rating and the VicEmergency App notifications must be reviewed during off-site activities on a regular basis.

4 Roles and Responsibilities

4.1 The Head of Campus

3.6.1 It is the responsibility of the Head of Campus, to ensure that staff are regularly reminded of the policies and procedures relating to the off-site supervision of students. This may occur at (but is not limited to) staff briefings, staff meetings and through written reminders. This information will also form part of new staff training.

4.1.2 The Head of Campus (or his/her delegate) has responsibility for authorising all visits, excursions or trips outside of the Campus.

4.1.3 Prior to an excursion being undertaken, approval must be obtained from the Head of Campus or his/her delegate. In approving the excursion, consideration will be given to:

- a) The contribution of the activity to the learning program
- b) Adequacy of the planning, preparation and organisation in relation to:
 - Other relevant Tanglin Gippsland policies
 - Guidelines and advice provided by the DET.
 - Information provided by community groups and organisations that specialise in the activity proposed
 - Appropriateness of the site or venue
 - Consideration of seasonal and locality factors that might increase risks (i.e. bushfire season)
 - Provisions made for the safety and welfare of students and staff
 - Consideration of Child Safe Standards
 - Particular medical or social/psychological needs of students
 - Experience and competence of staff relevant to the activities being undertaken
 - Adequacy of student supervision

4.1.4 The Head of Campus will ensure the availability of a mobile phone, or where appropriate a satellite phone, for each overnight activity to ensure efficient communication should an emergency arise.

4.1.5 The Head of Campus will support and challenge teachers over field trips and camps involving adventurous outdoor activities which require a higher level of technical leadership.

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4.2 The Teacher-in-charge

4.2.1 The Teacher-in-charge responsible for the planning of the field trip or camp. They should obtain initial permission from the Head of Learning prior to planning, and certainly before making any commitments. Teachers have responsibility for ensuring that their field trip or camp complies with all relevant policies, guidance and requirements in force at the time.

4.2.2 All planning by the Teacher-in-charge must include completing the Risk Assessment Register (see Appendix 1) in conjunction with the Risk Assessment Matrix (see Appendix 4) and the Teacher-in-charge Checklist for Educational Trips (see Appendix 3).

Note: The Teacher-in-charge must consult with the Head of Campus if the planned trip has a Risk Assessment Matrix score that places the trip in the High Risk or Unacceptable Risk categories.

4.2.3 The Teacher in Charge should:

- Always know the exact location of students, including during travel
- Maintain a record of medical forms and approval for treatment, telephone contacts of supervising staff, parents and a school emergency contact person
- Maintain a copy of the completed excursion approval, including the risk register
- Ensure that any assistants that accompany the excursion have a current Working with Children Check and have completed the Child Safety training
- Understand and be able to enact or liaise with the external provider in initiating emergency response plans
- Designate an appropriately trained staff member as the First Aid Officer and all staff on the excursion should be informed.

4.2.4 The Teacher-in-charge will check field trip and camp plans before submitting them to the Head of Campus for final approval.

4.2.5 In deciding whether a member of staff is competent to be the Teacher-in-charge the Head of Campus will consider the following factors:

- Relevant experience and length of service at Tanglin and other schools
- Previous relevant training including Trips Awareness/Trip Leader/First Aid training
- The prospective Teacher-in-charge's ability to make dynamic risk management judgements, take charge and communicate effectively in the event of an emergency
- Physical suitability for the type of trip
- Knowledge of the students, the venue or site and the activities to be undertaken

4.2.6 It is the Teacher-in-charges responsibility to provide a pre-trip briefing for all accompanying staff to ensure all areas of the trip are discussed and understood e.g., Itinerary, Risk Assessment, student medical needs (e.g., epi pens, inhalers, medications etc.) and student pastoral requirements.

4.2.6 The Teacher-in-charge is responsible for the appropriate staffing and staff-student ratios (see Appendix 2) of each field trip or camp, supported by the Leadership Team

4.3 Third Party Providers (External Service Providers)

4.3.1 Tanglin Gippsland works in partnership with Third Party Providers who are outdoor specialists in particular fields. They are suitably qualified and experienced to assist us with

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the planning and execution of an activity. Their local knowledge and experience are critical to the success of our programmes. We will ensure that where there is more than one option available, a thorough review is carried out to identify the best provider

4.3.2 Primarily we select our Providers based on site inspections and documentary evidence but there are a number of elements which must be considered when selecting a Provider:

- Safety - an excellent track record and evidence that the provider has rigorous procedures and documentation in place with regard to emergency evacuation plans, first aid and medical backup, logging previous incidents, risk management for activities, PPE equipment standards and security (child protection, transport, activities and key locations).
- Program quality – can they provide an inspiring, quality program that meets our needs for the specific year group or curriculum trip. Is there clear evidence of high-quality program design and specified learning opportunities? Does the provider have a strong reputation in their industry?
- Sustainable business practice and core values - we seek to identify providers that share our core values, including responsible employment practice and a commitment to staff professional development, minimising environmental impact, active and supportive relationships within the host communities we visit.
- Location and Price - we seek to strike a balance between visiting the most inspiring and exotic locations, while avoiding unnecessary expense and excessive travel. If we can provide the same quality experience in a local setting, then we do that.
- Previous performance and Review – setting up new trips is a huge task, but it is essential that we continuously review and monitor our existing trips to ensure that they still meet our needs and offer the best combination of the key criteria listed above.
- Third Party Providers are also required to provide Tanglin with a copy of their Child Safe Policy, as well as evidence that all contract and on-site staff have current WWCCs or have current VIT registration.
- Regardless of the role of the external providers related to the conduct of adventure and program activities, Tanglin staff retain overall responsibility for the program and activities involving students.

4.4 Staff (and other responsible adults)

4.4.1 In selecting staff, consideration will be given to knowledge of the students, the activities to be undertaken and knowledge of the venue/area (location) being visited.

4.4.2 Safety of the students is always the primary concern and the minimum staff ratios outlined in Appendix 2 must always be adhered to.

4.4.3 Non-faculty staff may be selected to accompany field trips or camps. In such cases, they will be given clear direction on their supervisory responsibilities and work closely with a designated teacher, who will have responsibility for student behaviour.

4.4.4 For trips involving adventurous activities, Tanglin may engage an external instructor to accompany the group to support particular activities. This would be in addition to the responsible adults with supervisory duties.

4.4.5 Staff members who are pregnant are not expected to accompany school trips.

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5 Related Tanglin Gippsland Policies

- Child Safety and Wellbeing
- Emergency Management Plan
- Student Code of Conduct

6 Policy Review

- 6.1 This policy is approved by the Board of Tanglin Australia and will be reviewed at least every two years by Tanglin’s Leadership Team. Leadership Team consists of the Tanglin Gippsland Head of Campus, Head of Learning and Head of Pastoral Care
- 6.2 Any significant changes to this policy must be approved by the Board.

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Appendices

Appendix 1 - Risk Assessment Register

Risk Assessment Register

School: _____

Supervising teacher/staff: _____

Program/Excursion: _____

Year Group: _____

Dates: _____

Location(s): _____

NB: The management of anaphylactic students, and those with other potentially serious medical conditions, must be included on the register below. Staff must also ensure that any potential bushfire risk is identified on the risk register.

Any volunteers, coaches or others accompanying the excursion MUST be listed in the risk assessment register and include details of WWCC and Child Safe Compliance.

Risk Description	Existing Controls	Rating			Treatment Priority	Treatment
		Effectiveness of existing controls	Risk consequences	Risk Likelihood		
Describe the risk event, cause/s and consequence/s... caused by... leading to...	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk				If control effectiveness is poor or unknown provide further treatment	For those risks requiring treatment in addition to the existing controls. List: <ul style="list-style-type: none"> • What will be done? • Who is accountable? • When will it happen?

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Appendix 2 – Staff Student ratios

The precise level of staffing for an off-site trip is difficult to determine specifically and depends very much on the activities; the environment; the climate, the staff qualifications and experience; the individual students involved; the location (e.g., remote from help) and a range of other considerations relating to each individual programme.

- For each field trip or camp there must be a nominated Teacher-in-charge and at least one other responsible adult who can lead the trip in the absence of the Teacher-in-charge
- For adventurous or complex activities, a minimum Tanglin staff to student ratio of 1:7 is required.
- Where a third-party provider (external service provider) is being used for special activities unless there are exceptional circumstances the staff from the provider should not be used as part of the Tanglin staff ratio.
- For off-site classroom type activities such as a lecture, movie or theatre visit, a ratio of 1 teacher to 24 students (normal class size) is appropriate. However, there must always be an additional adult available to help supervise the group(s).
- Teachers supervising any group of students on a trip or excursion should be vigilant and able to stay in contact with the group at all times.

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Appendix 3 – Teacher-in-charge Checklist for Educational Trips

Item	Checked
I have read and understood the School’s Outdoor Education Policy for Visits and Residentials	
Staff induction and training needs are identified and addressed.	
The visit has been formally proposed and approved in line with the OE Policy for Visits and Residentials.	
Procedure and responsibility for determining the competence of visit leaders is clear.	

All adults, including volunteers, are vetted and those judged to be engaging in regular activity are subject to enhanced Disclosure and Barring Service (DBS) checks with barred list (if available).	
Appropriate risk management procedures are in place.	
Appropriate staff and young people have been involved in the visit planning, including the risk-benefit assessment.	
There is a plan B.	
Preliminary visits have taken place if required.	
Where a provider is used, appropriate checks are undertaken, and there is a clear contract/agreement in place about what they are responsible for (supervision/activities).	
The number of competent leaders on the trip ensures effective supervision.	
Medical, first aid and inclusion issues are addressed.	
There is an established emergency response procedure, appropriate to the nature of visits undertaken, which is periodically tested.	
When necessary, there is a designated 24/7 emergency contact (the Duty Manager), with access to all information and documentation relating to the visit.	
All staff and group members are aware of their roles and responsibilities.	
Parents are appropriately briefed regarding the itinerary, accommodation, activities, transport and emergency telephone numbers.	
The Trip Leader has sufficient funds and an effective means of communication in case of emergency.	
Visits will be reviewed and evaluated.	
Visits will be sample monitored.	
Accidents and incidents are reported, learning is shared and RIDDOR (Reporting of Injuries, Diseases, Dangerous Occurrences Regulations) requirements are met.	
Staff have consulted me before making financial commitments or entering into contracts for major visits.	

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Appendix 4 – Risk Assessment Matrix

Risk Assessment Matrix for Activity / Trip	
Teacher Ability	Score
Expert – Highly trained, well experienced leader	1
Very Experienced – Lower level of training than above, but well trained. Where no training or experience is required for a trip/event select 2 as the score	2
Skilled – Some training but limited experience	3
Newly trained – Some basic training, little experience	4
Local knowledge of Teacher	Score
Current – Detailed recent knowledge of area and aware of potential hazards of specific activities	1
Familiar – Has knowledge of area and specific relevant hazards, but not as extensive as above.	2
Unfamiliar – Does not know this site, but has had experience of similar activities	3
Unknown – Teacher unfamiliar with area and activity	4
Student Ability	Score
Very competent – Students have appropriate level of fitness and experience for particular activity	1
Competent – Students capable and competent enough to cope with activity	2
Inexperienced – Students have undertaken activity before but cannot work unobserved	3
Novice – Students with 1 day or less experience of the activity type	4
Environmental Conditions	Score
Friendly – Environmental conditions do not hinder activity in anyway	1
Awkward – Conditions could impede activity in some way, may concern students	2
Unstable – Conditions may inhibit performance on activity and may interact with weather to pose dangerous conditions	4
Hostile – conditions likely to inhibit performance, students likely to experience anxiety or fear	8
Weather Conditions	Score
Good / Fair – No impediment on activity or activity indoors	1
Poor – such as wind or rain that may affect the activity	2
Inclement – conditions likely to affect activity – e.g. constant rain, sun, snow, high wind	4
Stormy – Extremely poor conditions certain to affect activity and performance, and therefore raise activity risk	8
Activity Choice	Score
Controlled – Teacher is in full control and in a position to assist to stop students	1
Complex – Activities that require students to perform tasks without a teacher	5
Difficult – Activities that require students to perform learnt tasks in more demanding conditions	10
Hazardous – Activity has a real risk to life and limb which the teacher must control	20

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Risk Assessment Rating	
1 – 10	Low Risk
11 – 15	Acceptable Risk – Basic Safety Precautions Should Manage All Risks
16 – 19	Medium Risk – Safe Practice Can minimise Risks
20 - 25	HIGH RISK – Notify Head of Campus – Repercussions Are Serious
26 – 30	UNACCEPTABLE RISK STOP ACTIVITY – Group Cannot Manage Hazards
Scores	

Appendix 5 – CFA Bushfire Ratings

The following CFA bushfire ratings and expectations must be used for all off-site activities at Tanglin Gippsland.

Rating	Minimum expectations of the offsite activity
CODE RED	<p>On a Code Red day. The group must leave the high-risk bushfire areas the day before.</p> <p>The off-site group on Code Red days will be relocate to campus or the next most appropriate sale location.</p>
EXTREME	<p>On a day of extreme danger. The off-site activity will leave the high-risk bushfire area early in the day and move to a safer location. Be aware of local conditions and seek information:</p> <ul style="list-style-type: none"> • Listen to your emergency broadcasters (website of Emergency Management Victoria) • Go to or www.cfa.vic.gov.au • Call the Victorian Bushfire Information Line on 1800 240 667 • Check VicEmergency App update

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SEVERE	<p>On a day of severe danger. Leaving bushfire prone areas early in the day is the safest option. Be aware of local conditions and seek information:</p> <ul style="list-style-type: none"> • Go to or www.cfa.vic.gov.au • Call the Victorian Bushfire Information Line on 1800 240 667 • Check VicEmergency App update
VERY HIGH <div style="background-color: #00B0F0; text-align: center; padding: 2px;">HIGH</div> <div style="background-color: #008000; text-align: center; padding: 2px;">LOW-MODERATE</div>	<p>Leave if necessary. Action may be needed Monitor conditions</p>

Emergency contact information

- Emergency Triple Zero (000)
- Victoria Bushfire Information Line (VBIL) 1800 240 667
- VicEmergency Hotline 1800 226 226
- CFA Headquarters 03 9262 8444

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